REPORT

ON THE

ADMINISTRATION

OF

THE STATIONERY DEPARTMENT

FOR THE OFFICIAL YEAR

1875-76.

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BOARD OF REVENUE, L.P.

REPORT

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ADMINISTRATION OF THE STATIONERY DEPARTMENT

For the Official Year 1875-76.

STATIONERY.

A. MONEY, ESQ., C.B.,

I.—PRELIMINARY.

THE following statements are submitted in connection with this report of the operations of the Stationery Department during the year 1875-76:—

A.—Comparison of the outlay on stationery during 1875-76 with that of 1874-75, and of 1870-71 and 1860-61.

B.—Comparison of the consumption of stationery during 1875-76 with 1874-75.

C.—Comparison of the increase and decrease in local purchases during 1875-76 with the average rates of 1874-75.

D.—Comparison of cost of packing charges in 1875-76 with that of the previous year.

E.—Statement of the amount realized by the sale of stationery during 1875-76.

F.—Statement showing the values of stock, the receipts and issues, and the total charges from 1873-74 to 1875-76.

G.—Statement showing the names of the officers, Stationery Department, who furnish security.

H.—Statement of articles damaged during 1875-76, with the amount realized by their sale.

I.—Statement showing the amount realized by the sale of packing cases, cuttings, &c., during 1875-76, compared with the sales of 1874-75.

2. Before proceeding to review these statements, it may be mentioned that the main causes of the excesses shown therein are due to the loss of the supplies sent out in 1874 and in 1875 by the foundering of the ship *City of Edinburgh* at the Sandheads and by the sinking of the *Duke of Buccleugh* in the Thames, by which all the arrangements in connection with the stationery stores for the past two years have been disturbed; and, consequent upon these supplies for the two years not coming to hand, the Superintendent was obliged, after waiting for months, to make purchases on the spot to enable him to meet actual requirements. This stock had run so low that the failure of one single shipment obliged him to have recourse to the local market. The other cause may be put down to a general increase in the demands for stationery consequent upon the opening of new offices, &c.

II.—STATEMENT A.

3. The result of the comparison between the outlay of Rs. 8,65,242 on stationery in 1874-75 and of Rs. 9,47,237 in 1875-76 brings out an increase of Rs. 81,995, or 9·4 per cent. This increase is explained as above, and but for the abnormal charges on account of the loss of the supplies for the two years mentioned, the outlay would have compared more favourably with that of the previous year. The following table shows a comparison of the charges for the four years shown in this statement:—

		Rs.
Cost of stationery	1860-61	3,57,541
Ditto.	1870-71	14,95,492
Ditto.	1874-75	8,65,242
Ditto.	1875-76	9,47,237

The Secretary of State for India has recently called for a report of the causes of the increase of stationery charges in India during the past three years, which information is now being collected and prepared for submission to him.

III.—STATEMENT B.

4. The details of the consumption of stationery are shown in this statement. The general causes of the increase as compared with last year have been mentioned, and the following is a brief detailed summary of the causes of increase of the more important items.

5. The increased consumption of mounted section paper is the result of growing demands generally for this kind of paper, especially by Settlement Officers and State Railways. The large increases under tracing cloth are due to large demands made by Settlement Officers in the North-Western Provinces. The 34lb hand-made medium is greatly in demand by the Registration Department; and the increase in the issues of hand-laid foolscap is entirely owing to the exhaustion of this portion of the stock during a part of 1874-75, and to its having to be made up this year. The whole of the 15lb cream-wove went down in the *City of Edinburgh*, and had to be replaced, hence the increase. The 24lb cream-wove cannot be compared with the previous year, as it was only issued for the first time in February 1875. The increase in the 12lb cream-wove quarto post was occasioned by unforeseen demands by the Prince of Wales' staff and by the losses in the *City of Edinburgh*, and the increases in the 6lb cream-wove and white cartridge foolscap are also due to the latter circumstance. The increase in the white cartridge paper (20lb) was on account of growing demands for court fee stamps; and the differences perceptible under oil-paper were the values written off under competent authority as damaged stock. The larger issues of 32lb white blotting paper are owing to the fact that the 18lb pink paper was comparatively useless, and became the subject of complaints by reason of its extreme thinness. The larger issues of 20lb, 22lb, 28lb, 34lb, and 36lb printing super-royal were on account of greater requirements by the Superintendent of Stationery and the Government of Bengal. The larger issues of printing royal is explained to be due to the working off of an old stock of printing double royal in 1874-75 in place of 25lb printing royal, and to increased demands of the Printing Department. The increases under double printing royal, printing medium, and double printing foolscap, 24lb and 16lb, are on account of losses by the *Duke of Buccleugh*, and of greater demands of the Printing Department.

6. The larger issues of No. 2 sized cards occurred during His Royal Highness the Prince of Wales' visit. The demands for pasteboards are explained to be due to increased demands for tickets for registration of river traffic. The increase in the supplies of envelopes is due to the fact that nearly a million and a half went down in the *City of Edinburgh*, to supplies to Commissariat officers who were not before supplied, and to larger demands on account of State Railways.

7. The increases under ink-powders is also due to the heavy loss of over 36,000 bundles in that ship, and to supplies to about 117 new offices opened

during the year, and to the same causes are attributed the increases under lead pencils, red tape, and rulers. The ink glasses (screw top) were largely issued to the Prince of Wales' staff and to the Survey Department. Other increases and decreases under small stores generally will be understood when it is mentioned that the following losses occurred by the wreck of the *City of Edinburgh* :—

Losses.	Number.
Goose quills	559,600
Steel pen nibs	182,880
Magnum bonum	115,056
Penknives	12,000
Scissors	2,496
Strops	924
Large needles	8,308
Flat rulers	193

8. The demands for book-binding cloth have very largely increased. The increase in the value of the sponges is explained by the Superintendent to be due to 4,798 pieces belonging to the Medical Department having been made over to him by mistake, and the bringing them on his books has caused the increase; it is however only nominal, as the amount will be recovered from that department. The demands for swan-quill, steel, and other pens is explained to be due to larger requirements by Settlement Officers, Survey Department, and State Railways. The increases under bound books are due to losses in the *City of Edinburgh*.

9. The other decreases, besides the 15lb converted foolscap and 30lb cream-wove foolscap already explained, are on account of reduced issues to departments and to exhaustion of stock.

IV.—STATEMENT C.

10. The fluctuations in the prices during the year, as compared with those of the previous year, are brought out in this statement, and show that the total outlay of the year on local purchases amounted to Rs. 79,383, as compared with Rs. 1,07,731 in the previous year. In 1874-75, however, the purchases of English stationery in the local market were abnormally high, in consequence of the loss of the consignments adverted to above; the comparison can therefore be better made on the outlay of 1873-74, amounting to Rs. 65,266, which gives an increase of over Rs. 14,000 over that year's transactions, and which increase was the result of greater purchases under exceptional circumstances. But having regard to the facts that the prices in the market are constantly liable to change, and are dependent more or less upon the quality of the article purchased, the comparison can be of but little practical value as a guide in making future purchases.

V.—STATEMENT D.

11. The number of packages and parcels despatched during the year was 5,378, at a cost of Rs. 7,654-8-6, as compared with 5,089, at a cost of Rs. 8,237-9-9 in 1874-75. The saving effected on account of this service was due to a strict economy in the working up of second-hand cases in the Stationery Office.

VI.—STATEMENT E.

12. The sales during the year to officers not entitled to draw from the Stationery Office are compared with those of the two previous years as follows :—

Year.	Value.	Commission at 5 per cent. on value.
	Rs. A. P.	Rs. A. P.
1873-74	12,275 6 11	613 12 4
1874-75	11,718 1 9	585 14 6
1875-76	12,841 13 3	642 1 6
Increase over 1874-75	1,123 11 6	56 3 0

There was therefore an increase of Rs. 1,123-11-6 in the receipts over those of the previous year.

13. The opening balance of stock on the 1st April 1875 was valued at Rs. 6,68,011-9-7, and the closing balance at Rs. 4,75,924-9-5, or a decrease of Rs. 1,92,087-0-2; the causes of the larger issues have been already explained. The total charges of the year under all heads amount to Rs. 12,26,470-11-11, against Rs. 9,08,346-2-0 in 1874-75; and, deducting Rs. 11,84,342-3-2, the value of the issues during the year, from the Rs. 12,26,470-11-11, a balance remains of Rs. 42,128-8-9,* the cost of establishment and contingencies of the department.

	Rs.	A.	P.
* Establishment ...	18,561	13	3
Contingencies ...	23,566	11	6
Total ...	42,128	9	9

VII.—STATEMENT G.

14. This statement gives the required particulars of the security deposits of certain officers by the department, and requires no comment.

VIII.—STATEMENT H.

15. The net losses during the year on account of damaged stock amount to Rs. 387-3-5; the articles were not, however, damaged in the stationery store, but were received by the Superintendent from the officers mentioned in a damaged state, and they were afterwards sold by public auction under the orders of the Board. There was therefore no loss whatever in the stationery store during the year, and Mr. Roberts deserves credit for the careful conservation of the stores in this way.

IX.—STATEMENT I.

16. The sale proceeds of canvas coverings of bales, iron hoops, and other odds and ends in the store during the year amounted to Rs. 2,597-14-6, as compared with Rs. 5,747-8-3 in 1874-75. The difference is on account of the discontinuance of the sale of empty packing cases under Government order No. 3648, of the 2nd November 1875, which cancelled Rule XXVIII of the Stationery Rules on this subject.

X.—MISCELLANEOUS.

17. During the year under review several very important reforms were introduced and partially carried out in this department. Early in the year Government forwarded copies of several despatches from the Secretary of State for India, containing instructions for the proper and complete preparation of indents sent home, for the proper despatch of shipping documents in connection with supplies sent out, and the arrangements at the India Office for the prompt compliance with indents. In July 1875 Government also approved of certain proposals of the Board to issue orders, as a tentative measure, for proper retrenchments of excessive indents; and in September the Government of India in the Financial Department issued a resolution prescribing rules for the exercise of a sufficient check over the expenditure of stationery stores. The question which then arose as to having a consolidated indent from heads of departments is now before Government, with a list of the officers whom it is proposed to consider as indenting officers under the new arrangements.

Government order No. 1663, dated 17th May 1875.
Government order No. 1690, dated 20th May 1875.
Government order No. 2386, dated 20th September 1875.

18. The retransfer of the form store branch from the Alipore Jail Press to the Stationery Office in Church Lane was decided upon in the course of the year, and after details of establishment were settled, arrangements for effecting the removal were commenced at the close of the year. Owing to the large number of forms and the bulky nature of the racks in which they were placed, the removal was a work of much difficulty, and occupied over two months.

19. The Member in charge is glad to express his acknowledgment to Mr. Roberts for the manner in which he has carried on the duties of his office, much credit being due to him for the zeal and attention to the interests of Government which he has invariably displayed.

By order of the Member in charge,

W. H. GRIMLEY,

Officiating Secretary.

No. 576B.

STATIONERY.
A. MONEY, ESQ., C.B.

SUBMITTED to the Government of Bengal in the General Department.

By order of the Member in charge,

W. H. GRIMLEY,

Officiating Secretary.

BOARD OF REVENUE, L.P.:
FORT WILLIAM,
The 4th August 1876.

6871

B. E. - Regr. No. 4899.